

15 JAN 1969

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ARCHIVES AND RECORDS CENTER

15 January 1969

MEMORANDUM FOR:

SUBJECT : Suitland Annex

1. The Suitland Annex to the Archives and Records Center is space being used in the Washington National Records Center operated by the General Services Administration. G.S.A. has agreed to let the Agency use this space, free of charge, until December 1970 with the possibility of renewing for one year if G.S.A. does not need the space.

2. All administrative support for this unit is furnished by the A&RC. The only other cost is for the telephone service, and this is handled routinely by the Office of Logistics at Headquarters.

3. The following are the statistics you asked about to include in the Archives and Records Center Statement

|                          |                   |
|--------------------------|-------------------|
| A. Area                  | 8,000 square feet |
| B. Capacity              | 25,402 cubic feet |
| C. Volume on 31 Dec 1968 | 19,251 cubic feet |
| D. Personnel             | 2 staff employees |
| E. Distance              |                   |

Deputy Chief

Distribution

Orig - Addressee  
cc - A&RC FY 1970 Budget File  
cc - A&RC Suitland File  
cc - RAB

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